



## Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at [www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment](http://www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment)

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

**A. Policy/Practice (name or brief description): Finance Specialist Services (FTP015) to implement changes to the service areas within Finance Specialist Services as recommended within the Finance Transformation Programme (FTP) Target Operating Model (TOM)**

**B. Reason for Equality Impact Assessment (Mark **yes** against the applicable reason):**

- Proposed new policy/practice **YES**
- Proposed change to an existing policy/practice **YES**
- Undertaking a review of an existing policy/practice **YES**
- Other (please state): **N/A**

**C. Person responsible for the policy area or practice:**

Name: **Terry Fox**

Job title: **Director of Specialist Services**

School/service/unit: **Finance**

**D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:**

- affects primary or high level functions of the University **YES**
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? **YES**
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? **YES**

**E. Equality Groups**

To which equality groups is the policy/practice relevant and why?

Groups who will be impacted by the proposed changes:

Service Providers

- Employees within Finance Specialist Services
- Employees within FIRST team

## Service Users

- Employees with Finance responsibilities within Colleges/Schools and Support Groups
- Employees with Finance responsibilities within subsidiary companies
- Employees with Finance responsibilities within Development & Alumni service
- Pensioners and staff in UoE pensions schemes
- Guaranteed hours staff
- UoE employees and students who use cash office services
- UoE employees and students who use insurance services
- All UoE staff who are paid on the main Payroll
- All individuals receiving payments via the casual or pensioners payroll
- External stakeholders such as HRMC, banks, investment houses and insurance brokers

(add notes against the following applicable equality group/s)

- Age

No concerns raised

- Disability

Staff training on the new system, processes and policies will be conducted in accessible venues and materials provided in accessible formats as required.

- race (including ethnicity and nationality)

No concerns raised

- religion or belief

No concerns raised

- sex

No concerns raised

- sexual orientation

No concerns raised

- gender reassignment

No concerns raised

- pregnancy and maternity

The management of change will ensure that employment legislation and University Policy is adhered to in relation to the treatment of employees on maternity leave, ensuring effective communication with employees on maternity leave throughout the change process.

- marriage or civil partnership<sup>1</sup>

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<sup>1</sup> Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

No concerns raised

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:

The Finance Target Operating Model has been developed following consultation with 147 stakeholders, including members of equality groups from across the University, through process and people workshops and one to one meetings. Stakeholders were invited to review workshop outputs and provide feedback to FTP through the programme wiki, by email or in person. No feedback was provided or concerns raised about specific needs of any equality groups.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

At this stage, we feel we have sufficient evidence to proceed, however, further equality impact screening and assessment will be carried out as required during the implementation stage.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:

We do not expect that the changes will lead to any form of discrimination, however the project approach will be reassessed immediately should any evidence of discrimination comes to light.

- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>

The Finance Target Operating Model will provide consistent leadership for all employees undertaking Finance activity, through alignment of accountability of all employees to the Director of Finance. This will allow consistent, fair and equitable treatment of employees and provides scope for employees not currently part of the professional finance community the same access to opportunities for career and skills development as those currently in the University Finance department.

Standardised working practices will ensure consistent support, and may help to reduce the impact of unconscious bias towards service users with protected characteristics.

- If there is an opportunity in applying this policy/practice to foster good relations:

It is hoped that the consideration of equality and diversity during development of the Finance Target Operating Model will raise awareness and profile of such issues and demonstrate the University's commitment to equality and diversity.

- If the policy/practice create any barriers for any other groups?

We do not envisage that this will create any barriers for any groups.

- How the communication of the policy/practice is made accessible to all groups, if relevant?

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<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership

As part of change management within the project, a communication plan will be developed which detail how changes to systems, processes and policies will be communicated and where help and support can be accessed. This will include transparent and clear guidance, available both digitally and through managers (using SEP communication cascade tools) and in alternative/accessible formats where required.

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?

Stakeholders will continue to be consulted during the implementation phase and any equality or diversity issues raised will be addressed appropriately. University has a commitment to working in partnership with the joint unions and if required, they will be consulted throughout the implementation period.

- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:

We do not envisage any impact from applying the proposed Finance Target Operating Model other than the issues discussed above.

#### F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

**Option 1:** No change required – the assessment is that the policy/practice is/will be robust.

~~**Option 2:** Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.~~

~~**Option 3:** Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified~~

~~**Option 4:** Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.~~

#### G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

The outcome of the EQIA will be presented to the FTP and SEP Boards for approval. The project plan will include a regular review of the EqIA to ensure the impact of the changes being introduced by the project is as set out.

2. When will the policy/practice next be reviewed?

There will be review milestones built into the project plan and/or if any feedback is received in relation to the protected characteristics.

#### H. Publication of EqIA

Can this EqIA be published in full, now? Yes/No

If No – please specify when it may be published or indicate restrictions that apply:

**I. Sign-off**

EqIA undertaken by (name(s) and job title(s)): **Rhona McMorland, Senior Project Manager, Finance Transformation Programme**

Accepted by (name): Terry Fox, Director Finance Specialist Services

Date: 8<sup>th</sup> November 2019

Retain a copy of this form for your own records and send a copy to [equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)